



## Minutes of the Trustees Meeting

Thursday 17<sup>th</sup> May 2018 from 11:30 am  
held at The Institute of Materials, Minerals and Mining (IoM<sup>3</sup>)  
297 Euston Road, London, NW1 3AD

Present: Keith Sacre (KS) (Chair)                      Jaime Bray (JB) (Vice-chair)  
Robin Jackson (RJ)                                      Simon Holmes (SH)  
Ged Collins (GMC)                                      Alastair Durkin (AD)  
Mike Sankus (MS)                                      Jonathan Cocking (JC)  
Laurence Vine-Chatterton (LVC) (Treasurer)

Scott Lawrence (Auditors – Hazlewoods); Hanif Bhula (AA - Finance Manager)  
attended from 2.30pm for the presentation of the annual audit report.

Apologies: Navin Sehmi (NS); Ian Murat (IM)

Minutes: Stewart Wardrop (CEO)

Item	Agenda Item	Action
1.1	<b>Signing of attendance sheet and declarations of interest</b> The attendance record was completed by all present. No conflicts of interest were identified.	
1.2	<b>Apologies for absence</b> As listed above.	
2.1	<b>Minutes of the AGM Board Meeting held on the 22<sup>nd</sup> February 2018</b>  With one typographical amendment the minutes were approved as a true and accurate record (Item 5.1 – “they” to read “that” in the final sentence).	

Item	Action/agreements required by the Board	Action
3. 3.1	<b>Risk Register; the trustees reviewed the register.</b> An additional risk is to be added as follows – <ul style="list-style-type: none"><li>• Brexit – unknown impact upon future -<ul style="list-style-type: none"><li>○ Plant health legislation</li><li>○ Business activity in the UK</li><li>○ Importation of products</li><li>○ Labour</li><li>○ Ireland</li></ul></li></ul>	CEO



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3.2	<b>Reserves Policy; the trustees reviewed and approved the risk policy.</b>	
3.3.	<b>Register of trustee interests – this requirement, having been identified as part of the annual audit, was debated and discussed.</b>	
	Completed forms are to be retained by the CEO for record purposes; confirmation that this has been completed is to be sent to the Auditors (Hazlewoods)	
	<ul style="list-style-type: none"> <li>The guidance document provided by the CEO raised two other potential areas that will require action for the trustees. The guidance document is to be reviewed by KS &amp; MS – with a summary report to be made available for the July trustees meeting.</li> </ul>	KS/MS
3.4	<b>RC Scheme; feedback regarding the introduction of reassessment</b>	
	The Chair of PC and the CEO outlined the summary of feedback received. Following discussion, the trustees agreed (8 for; 1 Abstention) that –	
	<ul style="list-style-type: none"> <li>The scheme will be introduced however it will be renamed “Quality assurance scheme” instead of the previous “reassessment process”; that the qualification period from which reports can be submitted be extended from 4 to 12 months.</li> </ul>	PC/CEO
	<ul style="list-style-type: none"> <li>The CEO is to produce a condensed summary of the RC feedback; this summary plus the trustee’s decision to be communicated to all RC’s.</li> </ul>	PC/CEO
3.5	<b>Effectiveness of Committees – working group</b>	
	<ul style="list-style-type: none"> <li>Working group still to meet; item to be added to July meeting agenda.</li> </ul>	CEO
3.6	<b>Code of Ethics</b>	
	Trustees offered thanks to Mike Sankus for his work on these documents.	
	<ul style="list-style-type: none"> <li>The draft document is now available including all the proposals reference whistleblowing. The draft is now to be reviewed by Professional Committee.</li> </ul>	PC
3.7	<b>Marketing Apprentice</b>	
	As a variation to forecast headcount the CEO presented a short paper on the addition to the HQ team of a Marketing apprentice, effective from September 2018. Cost impact in 2018 will be negligible due to salary savings made elsewhere. RJ informed trustees that a new digital marketing standard was now available and that he would forward details to the CEO. The trustees asked the CEO to pass on their thanks to Steve Hodsman regarding his impressive work as the AA Marketing Officer.	
	<ul style="list-style-type: none"> <li>The trustees voted unanimously to support the proposal; the CEO is to progress this matter.</li> </ul>	CEO





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5.3.	<p><b>Media &amp; Communications</b></p> <p>AD updated the committee as to the actions arising from the Media &amp; Communications meeting held on Wednesday 24<sup>th</sup> January 2018. The primary points being –</p> <ul style="list-style-type: none"> <li>• UAG – the group continues to move forward and delivering output and actions with improved participation from the industry. The UAG chairman has recently presented details of the UAG schemes at the Arb Australia conference.</li> <li>• Agreement on the UAG remit is still required; the CEO to progress this with the chair of UAG.</li> <li>• The CWG currently working on looking at the barriers to entry into the RC scheme and ensuring we keep engaged with prospective candidates following the aspiring consultant’s days.</li> </ul> <p>The M&amp;C committee focus is moving towards working at supporting, through actions, the M&amp;C output of the AA.</p> <p>Location and frequency of future meetings is being discussed to ensure most efficient and cost-effective locations are used; Reading has been suggested as a future location to be considered.</p> <p>The committee are working on developing industry news stories that will develop comment and technical opinion.</p> <p>Need to ensure that AA Technical officers are reviewing any M&amp;C technical content in electronic communications.</p> <p>A proposal from the trustees – could a weekly sift of all tree related news be collated and published to all members?</p> <p>A discussion was held regarding Network Rail tree programme; the CEO advised that discussion was ongoing via Dr Neil Strong regarding publication of Network Rail information, we are awaiting an update from Dr Strong.</p>	CEO

Item	Action/agreements required by the Board	Action
6.	<p><b>Presentation of the 2017 audit report.</b></p> <p>Scott Lawrence (Hazlewoods) &amp; Hanif Bhula (Finance Manager – AA) joined the meeting at 2.30pm. The audit report was presented and discussed at length; questions from trustees were answered by Mr Lawrence.</p> <p>Actions resulting from the audit report -</p> <ul style="list-style-type: none"> <li>• CEO to co-ordinate and collect the Chairman’s and Committee chair 2017 summaries for the final report.</li> <li>• Opt-to-Tax option – Hanif Bhula to progress.</li> </ul>	CEO HB



	<ul style="list-style-type: none"><li>• Dormant branch accounts and annual bank statements to be chased up; copies to be sent to Hazlewoods.</li><li>• A branch funding policy is required.</li><li>• A new trustee's induction pack has been produced by the Charities commission; the CEO is to obtain a copy and circulate to trustees.</li></ul>	HB CEO CEO
Item	Action/agreements required by the Board	Action
7.	Additional items for future board meeting.  Diversity and composition of the board of trustees; to be added to the agenda of the July trustees meeting.  AATL composition; to be added to the agenda of the July trustees meeting. CEO to provide suggestions.	CEO  CEO
8.	<b>Items to remain confidential</b>  Network Rail discussion item.	
9.	<b>Dates and venues of next meeting:</b> <ul style="list-style-type: none"><li>• Thursday 19<sup>th</sup> July – Town &amp; County Planning Association 17 Carlton House Terrace, London, SW1Y 5AS</li><li>• Monday 10<sup>th</sup> September – Exeter University (Conference)</li><li>• Thursday 15<sup>th</sup> November – Malthouse HQ, Stonehouse, Glos.</li></ul>	

Distribution:  
All Trustees;  
CEO & HQ Managerial Team